

HUMAN RESOURCES AND LABOR NEGOTIATIONS COMMITTEE

HR COMMITTEE MEMBERS PRESENT: Marsik, Frohling, Greshay, Duchac and Schmidt

MEMBER EXCUSED: None

Minutes of the regular meeting of the Human Resources and Labor Negotiations Committee of the Dodge County Board of Supervisors held on Tuesday, March 21, 2017 at 9:00 a.m. in meeting room 4C, located on the fourth floor of the Administration Building.

ALSO PRESENT: Jim Mielke, County Administrator; Sarah Hinze, Human Resources Director; Tonia Mindemann, Assistant Human Resources Director; Angi Zilliox, Human Resources Specialist; Ann Schultz, Director of Nursing; Karen Gibson, County Clerk

Meeting called to order by Marsik at 9:00 a.m.

Roll call was taken. All members present.

Hinze verified that the meeting was noticed in compliance with the Open Meetings Law.

Motion by Greshay to approve the agenda and allow the Chairperson to go out of order to efficiently conduct the meeting. Second by Schmidt. Motion carried.

Marsik asked if anyone present had any public comments. Hinze informed the Committee of the sad news that Marc Bethke, County Conservationist, passed away the previous evening and asked the Committee members to keep Marc's family in their thoughts.

Motion by Duchac to approve the regular session minutes of the March 7, 2017 meeting of the Human Resources and Labor Negotiations Committee. Second by Frohling. Motion carried.

Mindemann presented statistics summarizing exit interview data collected from January 2016-February 2017 for all Dodge County departments except Clearview and Sheriff's Office. Zilliox presented exit interview data for Clearview for the period June 2016 – December 2016. There was discussion regarding the outcomes with future reporting suggestions including; providing a comparison to previous reports and providing demographics of the current workforce.

Hinze stated that the Kronos Governance Committee is reviewing open issues and barriers regarding Kronos. As a result, the Kronos Governance Committee is researching vacation as an accrual verses non-accrual. Hinze explained the current policy regarding vacation calculations including payouts, part-time pro-rations, and full time with unpaid time. Hinze stated that the topic will be discussed at management council and she will compile reports regarding unpaid time.

Hinze reviewed changes to the Bereavement Policy #210.6. Schmidt recommended verbiage to indicate a regular scheduled day and Duchac recommended adding the verbiage "up to" in lines (2) two and (3) three. Hinze stated that a final policy will be brought to the next meeting for approval.

Schulz informed the Committee of recommended staffing changes for RN Supervisors at Clearview due to openings on the PM shift. Schulz stated that in an effort to cover the shifts, Clearview would like to implement 12-hour shifts on a temporary basis that would affect five (5)

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RN Supervisors. Hinze explained the differences between the RN Supervisor and CNA 12-hours shifts.

Motion by Duchac to approve the 12-hour shifts for RN Supervisors at Clearview on a temporary basis for two (2) months. Second by Frohling. Motion carried.

Hinze presented a request from the Kronos Governance Committee to clarify Policy #212 – Longevity regarding eligibility based on active status as of November 1st and years of service regardless of any unpaid time for full time employees.

Motion by Greshay to approve the language change to Policy #212 – Longevity regarding pro-rations for full time employees. Second by Duchac. Motion carried.

Hinze stated that there have not been any updates regarding the Employee Trust Funds Group Insurance Board proposed transition to self-insurance. Hinze referenced an article reporting it was not likely the legislature will approve the proposal. Frohling commented that currently 80% of the legislature was against the proposal. Mielke suggested this as a topic of discussion for Representative Born when he visits.

Hinze provided Committee members with material regarding the Blue Zones initiative that is taking place in Dodge County. Hinze reviewed the requirements to become a Blue Zones employer as well as the pledge manual and criteria. Hinze stated that the Blue Zones initiative will be presented at Management Council and will be a topic for future discussion.

Hinze notified the Committee that implementation of the Kronos Performance and Compensation Module will begin the week of March 27th and is estimated to take eight (8) weeks to complete. Hinze noted that the module will not be available for use until after Kronos Version 8 has been completed.

The Committee reviewed the Personnel Requisitions. Mielke recommended approval of these requests.

One (1) Paralegal

District Attorney Office

Motion by Frohling to approve the Personnel Requisitions as presented. Second by Duchac. Motion carried.

There were no leave of absences to present for approval.

The Committee reviewed the Salary, Wage, and Status changes as presented.

STEP INCREASE – UNION – None. NEW HIRE – Kristina Keith, Accounting Technician, Human Services, 19.84, DC05, ST03, 03/20/2017; Amanda L. Mersch, RN Public Health – WIC, Human Services, \$24.60, DC08, ST01, 03/06/2017. RE-HIRE – None. RECLASSIFICATION (revised) – Karen L. Engels, Clerical Support, Sheriff, \$14.10, MSC28, ST01 to PT>20, 03/04/2017. STEP INCREASE – Sheila M. Davidson, Deputy Clerk of Courts, Clerk of Courts, \$19.95, DC04, ST08A, 05/14/2017; Chelsea A. Nehls, Deputy Clerk of Courts, Clerk of Courts, \$20.67, DC04, ST09B, 04/11/2017; Shelby J. Miller, Chief Deputy County Clerk, County Clerk, \$20.38, DC05, ST04, 05/05/2017; Jason S. Alvarado, Center Line Operator, Highway, \$18.75, DC04, ST05, 04/13/2017; Marcus A. Cox, Utility II Truck Driver West, Highway, \$19.47, DC04, ST07A, 03/30/2017; Robert S. Mindemann, County Patrolman West, Highway, \$23.08,

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DC04, ST14B, 04/14/2017; Michael J. Thoma, Mechanic, Highway, \$24.56, DC06, ST08A, 04/03/2017; Jonathon R. Tietz, Shop Foreman, Highway, \$26.54, DC07, ST7B, 04/07/2017; Jason L. Wendt, Equipment Operator West, Highway, \$21.99, DC05, ST07B, 04/25/2017; Ann M. Falkinham, RN Case Manager Community Support, Human Services, \$30.58, DC08, ST10A, 04/22/2017; Diane E. LaLonde, Sr. Social Worker Juvenile Court Ongoing, Human Services, \$31.28, DC08, ST11A, 04/22/2017; Jody R. Langfeldt, HS Supervisor Public Health Officer, Human Services, \$38.39, DC12, ST08A, 04/23/2017; Marvella Puga, Public Health Technician, Human Services, \$17.65, DC03, ST08A, 03/20/2017; Melissa M. Zarczynski, Sr. Social Worker Juvenile Court Intake, Human Services, \$30.93, DC08, ST10B, 04/05/2017; Michael J. Garbalagtys, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/06/2017; Thomas J. Hazelberg, Communications Officer, Sheriff, \$24.40, DC05, ST12A, 03/13/2017; Nicholas D. Hraban, Correctional Officer, Sheriff, \$25.74, DC05, ST14B, 04/06/2017; Gwyn K. Meyer, Corporal – Jail, Sheriff, \$27.23, DC06, ST12B, 04/12/2017; Chad R. Riter, Jail Supervisor, Sheriff, \$31.98, DC08, ST12A, 03/09/2017; Darrel D. Schlieuwe, Correctional Officer, Sheriff, \$25.47, DC05, ST14A, 04/06/2017.

The Committee reviewed the Orientation Period Reports as presented.

Committee Member Report: None

HR Director's Report:

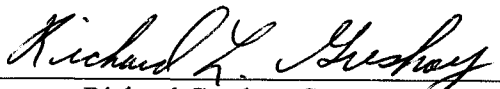
- a) Disciplinary Actions: None to Report
- b) Grievances and Arbitrations: None to Report

Future Agenda Items: Worker's Compensation Fund Balance, ETF Group Insurance Board Self Insurance, Blue Zones, Vacation and PTO, and Bereavement Policy.

It was a consensus of the Committee to change the start time of the April 4, 2017 regular meeting from 9:00 a.m. to 8:00 a.m., change the start time of the April 18, 2017 regular meeting to start after the County Board meeting; Hinze stated she would obtain appropriate verbiage from Corporation Counsel, and change the May 2, 2017 regular meeting to May 1, 2017 at 10:30 a.m.

The next scheduled meetings of the Human Resources and Labor Negotiations Committee are regular meetings on **April 4, 2017 at 8:00 a.m. and April 18, 2017 after the County Board meeting** which will be held in room 4C of the Administration Building.

Meeting adjourned by order of the Chairperson at 11:10 a.m.


Richard Greshay, Secretary


Joseph Marsik, Chairperson

Disclaimer: The above minutes may be approved, amended, or corrected at the next committee meeting.